

California Department of Justice
DIVISION OF CALIFORNIA
JUSTICE INFORMATION SERVICES
Nick L. Dedier, Director/CIO



INFORMATION BULLETIN

Subject:

Implementation of NCIC Standards and NCIC SRF
Entry/Modify/Cancel Capability for the
Supervised Release File (SRF) Program

No.

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Date:

6/16/05

Contact for information:

Supervised Release File Program
(916) 227-4816

TO: ALL CALIFORNIA LAW ENFORCEMENT AND CRIMINAL JUSTICE AGENCIES

The California Department of Justice Supervised Release File (CA SRF) now has the capability to enter records into the National Crime Information Center Supervised Release File (NCIC SRF).

CA SRF Records Eligible for Entry into the NCIC SRF

Supervising Parole and Probation agencies may decide whether or not to enter their CA SRF records into the NCIC SRF. However, Entry Level 2 transactions submitted to DOJ via File Transfer Protocol (FTP) rather than individual CLETS transactions will not be accepted. Agencies that primarily enter and maintain their SRF records via the FTP process may still enter and maintain selected records as Entry Level 2 by entering or modifying existing records to Entry Level 2, and then maintaining those records via individual CLETS transactions. Any transactions submitted via FTP entering, modifying, or canceling an Entry Level 2 record will be rejected.

When a supervising Parole or Probation agency designates an Entry Level (ENT) of "2" when entering or modifying a CA SRF record, the CA SRF system will automatically generate and submit an entry transaction for the NCIC SRF system. The entering/modifying agency will receive acknowledgment of the NCIC transaction (entry, modify, or cancel/clear) resulting from these entries and modifications.

The CA SRF record types that are eligible for entry into the NCIC SRF are: California Department of Corrections Parole (CDC), California Youth Authority Parole (CYA), Federal Probation (FPR), and County Probation (PRO).

The following CA SRF record types are not eligible for entry into the NCIC SRF and must be Entry Level 1, "California Only": Sex Registrant (SRG), Arson Registrant (ARG), Career Criminal (CAR), and California Department of Mental Health Conditional Release Program (DMH).

Designating CA SRF Records for Entry into NCIC SRF

SRF records entered with no ENT value designated will default to Entry Level 1, "California Only." All existing CA SRF records are also defaulted to Entry Level 1 but can be modified to Entry Level 2 at the owning agency's discretion. If CA SRF records are modified by the owning agency to change the Entry Level designation, the CA SRF system will generate and submit the appropriate NCIC transactions. New records may also be entered into the NCIC SRF by designating an ENT value of "2" in the entry transaction. In either case the owning agency will receive acknowledgment of the

NCIC transaction resulting from their CA SRF entry, modify, and cancel/clear transactions.

NCIC SRF Validation Requirements

All CA SRF records entered into the NCIC SRF are subject to the NCIC's validation requirements (see the QUALITY CONTROL, VALIDATION, AND OTHER PROCEDURES section of the INTRODUCTION chapter in the NCIC 2000 Operating Manual). The NCIC 2000 Operating Manual is available on the California Law Enforcement Web (CLEW) and on LEAWEB.

To obtain a CLEW access account go to <http://justice.doj.ca.gov/clew/>, click on the line, "Need a UserID and password? - Click here," then complete the account application screen and submit your data.

NCIC SRF and Inquiries, Contact Messages, and Notices of Arrest

The QVC and QVCK inquiry message keys will inquire against various California and NCIC Criminal Justice Information Services (CJIS) databases when a subject's name and at least one of the following numeric identifiers are included: Date of Birth (DOB), Operator's License Number (OLN), or Social Security Number (SOC). The California CJIS databases that respond to the QVC and QVCK message keys include: the Wanted Persons System (WPS), the Domestic Violence Restraining Order System (DVROS), and the Supervised Release File (SRF). The NCIC CJIS databases that respond to the QVC and QVCK message keys include: Wanted Persons, Domestic Violence Restraining Order System, Supervised Release File, Foreign Fugitive File, Missing Persons File, Violent Gang and Terrorist Organization File, Protection Order File, Deported Felon File, Convicted Sexual Offender Registry File, and the U. S. Secret Service Protective Order File.

Unlike the CA SRF, the NCIC SRF does not include a Contact Message feature or a Notice of Arrest feature. Any important information regarding California law enforcement contacts with out-of-state (non-California) NCIC SRF subjects should be communicated to the supervising agency telephonically by using the contact name and phone number information provided in the record.

Changes to the Current California SRF Standards

NCIC SRF driven changes will have the following impact on the CA SRF system (including all Entry Level 1, "California Only" Records and the NCIC ineligible record types):

The names of the following CA SRF data fields have been changed:

Beginning Date of Supervision (BEG) becomes Date Supervision Started (DSS)
Discharge Date (DSC) becomes End Date of Supervision (EDS)
Contact Name (CNM) becomes Supervising Officer's Name (SON)
Contact Phone Number (CPN) becomes Supervising Officer's Phone Number (SOT)

These four data fields are 'positional' in entry transactions, therefore the data field codes: BEG/DSS, DSC/EDS, CNM/SON, and CPN/SOT are not used in entry transactions. The CA SRF

system will accept modify transactions using either the old (BEG, DSC, CNM, and CPN) or the new (DSS, EDS, SON, and SOT) data field names **until 12 months after the date of this Information Bulletin**. After that date only the new data field names will be accepted. **Effective immediately, error messages returned on CA SRF entry and modify transactions will use only the new data field names (DSS, EDS, SON, and SOT).** None of these four data fields are used in the cancel (XVC) transaction.

The NCIC SRF implementation also required that the Vehicle License data field (**LIC**) be expanded to accept 10 characters instead of only eight.

Up to nine occurrences each of the following data fields may now be entered into CA and NCIC SRF records:

- Stolen/Fraudulent Name (SFN)
- Stolen/Fraudulent Date of Birth (SFB)
- Stolen/Fraudulent Social Security Number (SFO)
- Stolen/Fraudulent Miscellaneous Number (SFM)
- Stolen/Fraudulent Operator's (Driver's) License Group (SFG consisting of: SFL - Stolen/Fraudulent Operator License number; SFS - Stolen/Fraudulent Operator License State; and SFY - Stolen/Fraudulent Operator License Year of Expiration)

Each of these stolen/fraudulent information data fields follows the same data rules as the corresponding primary data fields (NAM, DOB, SOC, MNU, and OLG).

The original NCIC SRF technical specifications required that the submitting agencies provide the Sentencing Court's ORI (SCI). NCIC eliminated this requirement in April 2005. The SCI data field is now optional for Entry Level 1 and 2 records.

When a cancel transaction (XVC) is submitted on a CA SRF record (Entry Level 1 or Entry Level 2), the owning agency must indicate the reason for cancellation (cancel or clear). This is done by including a Reason for Cancel (RFC) in the XVC transaction. An RFC value of, "1" indicates, "Clear" the record and means that the subject is no longer under supervision. An RFC value of, "2" indicates, "Cancel" the record and means that the record was entered in error (should have never been entered). The clearing/canceling agency will receive acknowledgment of the transaction (cancel or clear).

Finally, agencies must use Test Message Keys (TMKEs) when conducting training or testing activities for Entry Level 2 transactions. Entering training and testing records into the production instance of the NCIC SRF is prohibited. The SRF TMKEs are explained in another SRF Information Bulletin to be released concurrently with this one.

Additional Information

Section 10 - Supervised Release File, of the CA DOJ CJIS Manual is currently being revised to reflect these NCIC associated changes and other SRF system changes that have occurred since the last (1997) edition of the CA DOJ CJIS Manual and should be available on CLEW and LEAWEB no later than the end July 2005.

The revised Section 10 will be available for download from both the California Law Enforcement Web (CLEW) and LEAWEB.

LEAWEB agencies may find additional LEAWEB specific information in the "What's New in LEAWEB" area of LEAWEB.

Please direct any questions regarding the SRF system to the SRF Unit of the Violent Crime Information Center at (916) 227-4816 or at email: vcic.srf@doj.ca.gov.

Sincerely,

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For BILL LOCKYER
Attorney General